

No.C2/11988/TC/2007

Transport Commissionerate
Kerala, Thiruvananthapuram.
Dated: 29-05-2007.

CIRCULAR NO.8/2007

Sub : - Motor Vehicles Department - Duties - Supervision by Supervisory Officers -
Introduction of Weekly Diaries - Instructions issued -

Ref : - Circular No. 10/98 dated 21.05.1998.

It has come to notice that the instructions issued in Circular No.10/98 regarding the submission and scrutiny of Weekly Diaries is not being observed by the Officers of the Department. This is a serious lapse, more so on the part of Supervisory Officers. It is ordered that the instructions contained in Circular No.10/98 will be followed scrupulously by all Officers. Failure to do so will be viewed very seriously. Copy of Circular 10/98 with enclosures is enclosed.

Sd/-
Transport Commissioner.

No.L2/8976/TC/1996

Transport Commissionerate
Kerala, Thiruvananthapuram.
Dated: 21-05-1998.

CIRCULAR NO.10/1998

Sub : - Motor Vehicles Department - Supervision by Supervisory Officers - Introduction
of Weekly Diaries - Instructions Issued -.

1. With a view to ensure better Supervision of duties performed by Officers at various levels, it is decided to introduce a system of submission of Weekly Diaries. The Diary will relate to seven days of a week from Monday to Sunday. Brief description of duties performed during each day will be recorded in the diary in chronological order.
2. Weekly Diaries of Assistant Motor Vehicles Inspectors, Motor Vehicles Inspectors and Joint Regional Transport Officers will be prepared in triplicate. The Diary of Regional Transport Officer will be prepared in duplicate. Officers to whom, these are to be sent are listed below:
 - a) Assistant Motor Vehicles Inspectors and Motor Vehicles Inspectors working in Sub RT Offices. To be sent to Joint RTO, RTO and DTC
 - b) Assistant Motor Vehicles Inspector and Motor Vehicles Inspectors working in RT Offices and Check Posts. To be sent to Regional Transport Officer and DTC.

- c) Assistant Motor Vehicles Inspectors and Motor Vehicles inspectors attached to DTC To be sent to DTC
- d) Joint Regional Transport Officers To be sent to RTO, DTC and Head Office (name cover of Addl.Transport Commissioner).
3. The Diary for a particular week should be prepared on the succeeding Monday and despatched to Senior Officers immediately. Senior Officers who receive the Diaries may scrutinize the same and issue instructions/observations to the concerned officer, marking a copy to superior officers, if necessary. The present system of submission of monthly Diaries by Regional Transport Officers will be discontinued.
4. Zonal Deputy Transport Commissioners will continue to send monthly D.O.Letters addressed to the Transport Commissioner enclosing their own diaries as per existing instructions.
5. Proforma for the weekly diary is enclosed (Annexure 'A' - for use by Assistant Motor Vehicles Inspectors and Motor Vehicles Inspectors and 'Annexure - "B" for use by Joint Regional Transport Officers and Regional Transport Officers). Diaries will be submitted for the week ending 07-06-1998 onwards. Receipt of this circular will be acknowledged.

Sd/-

K.J.Joseph, IPS
Additional Director General of Police
Transport Commissioner

ANNEXURE 'A'

For use by Assistant Motor Vehicles Inspectors & Motor Vehicles Inspectors

MOTOR VEHICLES DEPARTMENT

REGIONAL TRANSPORT OFFICE :

SUB REGIONAL TRANSPORT OFFICE :

CHECK POST :

Date of Despatch Number of offences detected

Received by Joint RTO Number of vehicles seized

Received by RTO Number of vehicles tested and
Certificate of Fitness issued

Received by DTC Number of persons tested and
Passed for Driving Licenses

Weekly Report of (Name) For Week ending

Monday

ANNEXURE 'B'

For use by Joint RTOs & RTOs

MOTOR VEHICLES DEPARTMENT :

REGIONAL TRANSPORT OFFICE :

SUB REGIONAL TRANSPORT OFFICE :

Date of despatch Number of offences detected

Received by RTO Number of Test checks conducted over
inspection of CF

Received by DTC Number of test checks conducted over
inspection of Driving Licences

Received by Head Quarters

Weekly Report of (Name) For Week ending

Monday